

LIEUTENANT - 6211

General Definition of Work:

Performs difficult protective service and intermediate administrative work of a major division in the Sheriff's Department; does related work as required. The work involves an element of personal danger. Work is performed under the general supervision of a Deputy Sheriff Captain. Supervision is exercised over subordinate personnel with a normal span of control over 1 to 3 sergeants and 6 to 12 deputies.

Essential Functions/Typical Tasks:

Planning, supervising and coordinating the work investigative or patrol, jail, civil process or training services and staff; observes and participates in field operations; assists subordinates with difficult duties or cases; prepares report and ensures the preparation and maintenance of appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Supervises investigative or patrol operations as assigned; may be assigned specialized duties.
- Conducts shift briefs; assigns zones and warrants, orders of arrest, subpoenas and other paperwork to be served.
- Investigates criminal cases; prepares case reports and meets with district attorney regarding cases.
- Instructs subordinate Deputies and Sergeants as to work assignments and procedures.
- Directs, reviews and coordinates the work of personnel assigned to special service area and shift.
- Maintains criminal offense, civil process, crime prevention, training and/or patrol records and prepares appropriate reports.
- As training officer, plans and coordinates officer training curricula; supervises newly hired deputies throughout basic law enforcement training.
- Evaluates work of subordinates.
- Supervises and prepares daily, special and periodic plans, reports or work schedules.
- Approves leave; maintains time and attendance records.
- Receives complaints or reports of emergencies, determines need for law enforcement action, and directs or assists subordinates in handling difficult problems.
- Makes arrests; testifies in court.
- Works on assigned shift.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Sheriff's Department; thorough knowledge of approved principles, practices and procedures of law enforcement work; thorough knowledge of pertinent federal and state laws and County ordinances; thorough knowledge of the geography of the County and the location of important buildings; ability to command respect of subordinates and to assign, direct and supervise their work; ability to deal with the public courteously and firmly, and to establish and maintain satisfactory public relations; ability to analyze complex law enforcement problems and situations and to adopt quick, effective and reasonable course of action; skill in the use of firearms.

Education and Experience:

Any combination of education and experience equivalent to graduation from a community college in the field of police science or related field and considerable law enforcement experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of Basic Law Enforcement Certificate issued by the State of North Carolina. Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.